

## CIA INTERNAL USE ONLY

17 May 1956

MEMORANDUM FOR: Director of Training  
 SUBJECT : Weekly Summary Report

1. Effective immediately, please make the following procedural changes in the submission of your Weekly Summary Report:

a. Submit the Report only when you feel that there is something significant in which the Deputy Director (Support) and/or the Deputy Director would be interested in reading.

b. Address the Report to the Deputy Director (Support). I will forward it to the Deputy Director with such comments as I think appropriate.

2. This change should in no way affect the content of this Report and is not intended in any way to limit your direct access to the Deputy Director or the Director on matters which you feel it appropriate to handle in this way.

/s/

L. K. WHITE  
 Deputy Director  
 (Support)

DD/S:LKW:laq  
 Distribution:

- 0 & 1 - Addressee  
 1 - DD/S chrono  
 1 - DD/S subject  
 1 - DD/S reading

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Document No.	7
No Change in Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed to:	TS S C
Next Review Date:	
Auth.	HR 70-3
By:	009